



Livestock Market & Sales Licensing Guide

The Kansas Department of Agriculture (KDA) is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture businesses to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas livestock market. In addition to license requirements by KDA, other Kansas agencies, as well as local or federal government agencies, may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful livestock market in Kansas.

| ✓ | Department | Description | Renewal |
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| | Office of the Secretary of State www.kssos.org | Complete the appropriate business entity filings and forms required by the Kansas Secretary of State. Call (785) 296-4564 for more information. | Prior to starting |
| | Department of Revenue www.ksrevenue.org | Visit the Department of Revenue website to find important business tax information . Call (785) 368-8222 for more information. | Prior to starting |
| | Department of Agriculture — Division of Animal Health www.agriculture.ks.gov | Kansas public livestock markets should complete the Public Livestock Market License Application . The Renewal Form is due September 30. Any livestock dealer, including those who buy or sell livestock in commerce on a commission basis, including through the use of video, should complete the Livestock Dealer Registration Application . For livestock sales that occur 12 times per year or less, complete the Application for Occasional Livestock Sales . For more information, visit the Division of Animal Health webpage or call (785) 564-6601. | Prior to opening, Annual renewal September 30 |
| | Department of Agriculture — Division of Water Resources www.agriculture.ks.gov | The state of Kansas requires a permit for water used for stockwatering. Stockwatering is the watering of livestock and other uses of water directly related to the operation of a feedlot with the capacity to confine 1,000 or more head of cattle; or any other confined livestock operation that would divert 15 or more acre-feet (4.88 million gallons of water) per calendar year. Any group of feedlots or confined feeding operations may be considered to be one operation if there are common feeding or other physical facilities and the group of facilities is under common management. Review the Kansas Water Law Basics . Visit the Water Appropriation Forms webpage and complete the Application for Permit to Appropriate Water for Beneficial Use and the Stockwater Use Supplemental Sheet . For more information on water use, visit the Division of Water Resources webpage or call (785) 564-6640. | Yearly Report of water use, March 1 |
| | Department of Agriculture — Weights and Measures www.agriculture.ks.gov | No license is needed from Weights and Measures. Any business with a weighing or measuring device (e.g. scales, fertilizer meters, oil meters, measuring tapes, electric car chargers, taxi meters, etc.) must hire a licensed service company to inspect and test devices once annually, and any time additional maintenance, repairs, adjustments and calibrations are made throughout the year if the devices are used to determine the cost of any transaction. Examples include scales at grocery stores, yogurt shops, restaurants, hardware stores, nurseries, seed dealers, etc. Examples of meters include meters used at a car service center to add oil to your engine, fertilizer meters at agronomy centers, water meters in grocery stores for sale of bottled water, etc. For more information, visit the Weights and Measures Program webpage or call (785) 564-6681. | Annual service |
| | Department of Agriculture — Food Safety and Lodging www.agriculture.ks.gov | Restaurants located at livestock markets must have a Food Establishment License . Application fee and license fee depends on square footage and business practices. To learn more about starting a food business , contact the Food Safety and Lodging Program at (785) 564-6767 or KDA.FSL@ks.gov . | Prior to opening, Annual Renewal March 31 |

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| | United States Department of Agriculture, Grain Inspection, Packers and Stockyards Administration Program (GIPSA) www.gipsa.usda.gov | Livestock dealers, markets, packers, live poultry dealers and swine contractors may be considered subject to the Packers and Stockyards Act. For additional information, visit the GIPSA Packers & Stockyards Program website or call (303) 375-4240. | Prior to opening |
| | Department of Health and Environment — Bureau of Water, Livestock Waste Management Section www.kdheks.gov | Any facility that confines 300 animal units or more must register with the Kansas Department of Health and Environment (KDHE). The need for additional permits and nutrient management plans will be determined based upon the number of animal units and pollution potential. Contact Livestock Waste Management at (785) 296-6432 for more information. | Prior to construction |
| | Department of Health and Environment — Bureau of Water, Industrial Program Section www.kdheks.gov | An NPDES Construction Stormwater Permit is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities (construction). For more information, visit the KDHE Industrial Programs website or call (785) 296-5549. | Prior to construction |
| | Department of Health and Environment — Bureau of Water, Municipal Program Section www.kdheks.gov | If the facility will employ an on-site wastewater treatment system for human wastewater rather than utilize a municipal sanitary sewer for handling and disposal of sewage from the facility, contact the KDHE Municipal Program Section at (785) 296-5527 for construction and permitting requirements. | Prior to construction |
| | Department of Health and Environment — Bureau of Water, Public Water Supply and Geology & Well Technology Section www.kdheks.gov | If the facility will not utilize a municipal public water supply or rural water supply as the source of drinking water and the facility will serve 25 people or more per day, 60 or more days per year, it will be considered a public water supply subject to state/federal drinking water requirements. Contact the KDHE Public Water Supply Section at (785) 296-5514. Water wells shall be constructed by Kansas-licensed water well contractors. There are special construction requirements for water wells serving public water supplies. For more information, contact the KDHE Geology & Well Technology Section at (785) 296-3565. | Prior to construction |
| | Department of Health and Environment — Bureau of Environmental Remediation, Storage Tank Section www.kdheks.gov | Entities operating their own fuel tanks may be required to register with the KDHE. Review information about aboveground storage tanks (AST) and underground storage tanks (UST) . Review the KDHE Storage Tank Section website for further information or call (785) 296-1678 for permitting information. The Kansas Small Business Environmental Assistance Program (SBEAP) has AST program highlights and registration requirements in addition to assistance with UST inventory control . | Prior to installing tanks, Annual renewal August 1 |
| | Department of Health and Environment — Bureau of Air www.kdheks.gov | Gasoline dispensing facilities are subject to federal air regulation. A guidance document is available to assist in determining regulatory requirements. Refer to the Standard Construction Permit/Approval for Gasoline Dispensing Facilities if applicable. For more information, review the KDHE Bureau of Air website or call (785) 296-6024. | Prior to dispensing fuel |
| | Kansas Department of Wildlife, Parks and Tourism www.ksoutdoors.com | Projects that involve public funds, government assistance, require another state or federal permit or potentially affect a current listed species or its critical habitat need an environmental review . Call (620) 672-5911 for more information. | Prior to construction |

Kansas Department of Agriculture
1320 Research Park Drive, Manhattan, KS 66502
Phone: (785) 564-6700 Email: ksag@ks.gov Website: <http://agriculture.ks.gov>

This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.



Helpful Business Development Resources

The following listed resources are provided as a service to Kansas businesses. These resources will assist business owners in obtaining useful tools for starting a Kansas business, marketing agricultural products and developing a skilled workforce, among others.

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| <p>Agribusiness Development, Domestic & International</p> <p>www.agriculture.ks.gov</p> | <p>The agribusiness development team works to grow the Kansas agriculture industry and economy by connecting people, working through regulatory requirements, as well as navigating support and incentive options for Kansas agribusinesses. The team handles both domestic and international business-related activities. For domestic questions, contact Russell Plaschka, Agribusiness Development and Workforce Program Manager, at Russell.Plaschka@ks.gov or (785) 564-7466. If your business has questions on importing or exporting, contact Suzanne Ryan-Numrich, International Trade Director, at Suzanne.Numrich@ks.gov or (785) 564-6704.</p> |
| <p>From the Land of Kansas Program</p> <p>www.fromthelandofkansas.com</p> | <p>The <i>From the Land of Kansas</i>TM trademark program's goal is to help businesses that grow, produce, process or manufacture products in Kansas. In addition, the program works with and supports restaurants using Kansas products and retailers selling Kansas products and ingredients. The trademark program helps members promote their Kansas products and provides members with a variety of business development tips and opportunities, including marketing assistance. In addition, the state trademark provides a consistent way to identify Kansas agriculture-based products.</p> <p>Register your business for membership with <i>From the Land of Kansas</i>. For more information, contact Janelle Dobbins, <i>From the Land of Kansas</i> Marketing Manager, at Janelle.Dobbins@ks.gov or call (785) 564-6759.</p> |
| <p>Agricultural Workforce Development</p> <p>www.agriculture.ks.gov</p> | <p>KDA's Workforce Development can connect you with secondary and post-secondary resources to find skilled employees and/or assist in developing a training program to fit your needs. For more information, contact Russell Plaschka, Agribusiness Development and Workforce Program Manager, at Russell.Plaschka@ks.gov or (785) 564-7466.</p> |

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| <p>KANSASWORKS</p> <p>www.kansasworks.com</p> | <p>KANSASWORKS is a free, web-based resource connecting employers with skilled employees and training providers. Call (877) 509-6757 for more information on how to utilize the KANSASWORKS services for filling your employment needs.</p> |
| <p>Rural Opportunity Zones</p> <p>www.kansascommerce.gov</p> | <p>The Rural Opportunity Zone program is a state program authorizing financial incentives to new full-time residents in Kansas. The two types of assistance include Kansas income tax waivers for up to five years and/or student loan repayments up to \$15,000. For more information, please contact the Kansas Department of Commerce at (785) 296-3481.</p> |

Other Resources

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| <p>Network Kansas</p> <p>www.networkkansas.com</p> | <p>Network Kansas works with new and existing businesses to provide a central portal that connects entrepreneurs and small business owners with expertise, education, and economic resources. The KSeship mobile application, available in iOS or android, is designed to provide simplified access to resources through connections, classes and capital resources. Call (877) 521-8600 for more details.</p> |
| <p>Kansas Small Business Development Center (KSBDC)</p> <p>www.kansassbdc.net</p> | <p>The Kansas Small Business Development Center is a network of service centers located throughout Kansas offering business consulting to small businesses. Call (800) 452-6727 for more information.</p> |

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Helpful Business Development Resources

Other Resources Continued

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| <p>Kansas Business Center</p> <p>www.kansas.gov/businesscenter</p> | <p>The Kansas Business Center is a resource for information, filings and personal assistance to start or maintain a Kansas business. Call (877) 521-8600 for more details.</p> |
| <p>K-State Research and Extension</p> <p>www.ksre.ks.edu</p> | <p>K-State Research and Extension is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. It has established local, state, regional, national and international partnerships. It is dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families and youth through integrated research, analysis and education. For more information, please call (785) 532-5820.</p> |
| <p>K-State Research and Extension, Kansas Value Added Foods Lab and K-State Food Science Institute, Meat Science Facility</p> | <p>The Kansas Value Added Foods Lab offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and prices, refer to the Fees and Information webpage. For more information, call (785) 532-1668 or email kvafll@ksu.edu.</p> <p>The Meat Science Facility provides meat processors and entrepreneurs an opportunity to use a state-of-the-art meat science research and teaching complex. Laboratories include the Meat Lab, the Sensory Lab, the Color Lab, the Meat Chemistry Lab and the Post-Processing Pasteurization Lab. For more information, call (785) 532-1279.</p> |
| <p>USDA Rural Development</p> <p>www.rd.usda.gov</p> | <p>USDA's Rural Development program offers loans, grants and loan guarantees to support services such as housing, economic development, health care, first responder services and equipment, water, electric and communications infrastructure.</p> |
| <p>USDA New Farmers</p> <p>newfarmers.usda.gov</p> | <p>USDA's New Farmers program assists farmers in finding resources customized to their specific type of farm. Subcategories are focused on young and beginning farmers, women in agriculture, youth and veterans.</p> |

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